

AESPcLink Overview

AESPcLink is the desktop component of *AESDirect*. It is designed to let you work offline to create your SEDs and then submit them electronically to *AESDirect*. *AESPcLink* speeds up the keying of SED information by providing local data entry independent of the Internet.

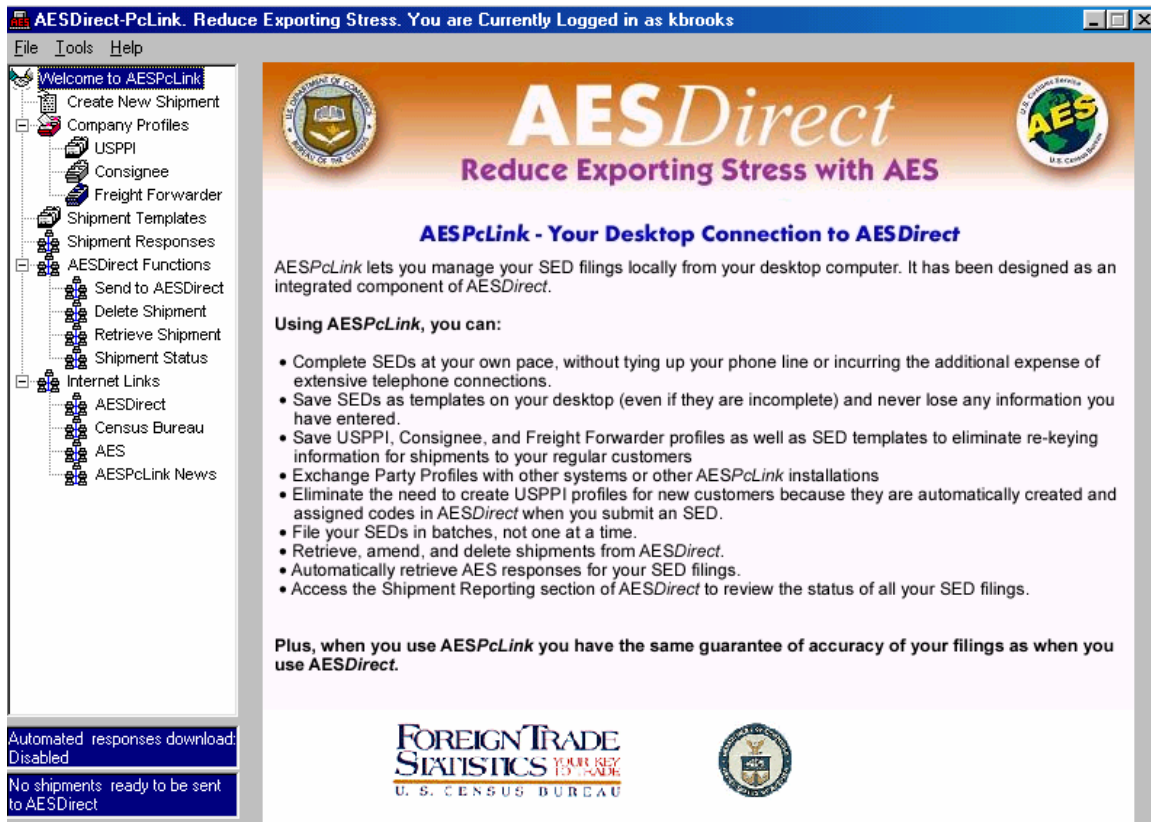
Here's how it works:

1. You complete one or more SEDs on your desktop computer using *AESPcLink*.
2. Before your shipment is saved, *AESPcLink* verifies that all data elements are correct and then puts the shipment in your a queue to be sent to *AESDirect*.
3. When connected to the Internet, you submit one or more of the SEDs saved in your queue to *AESDirect*.
4. *AESDirect* verifies and accepts your shipments.
5. *AESPcLink* notifies you immediately that your SEDs have been successfully sent to *AESDirect*.
6. *AESDirect* submits your SEDs to the U.S. Customs and Border Protection AES computer. You receive an email confirming that your shipments have been processed and accepted by AES. If you choose, you may also receive confirmation via the Shipment Responses feature in *AESPcLink*.

The *AESPcLink* software is free and can be downloaded from *AESDirect* or installed directly from a CD. *AESPcLink* has full local validation of keyed SEDs to maintain AES data quality. The only elements that *AESPcLink* cannot check are license numbers, VIN numbers, and SCAC codes. However, once you have sent your shipment(s), *AESDirect* batches all the data to AES for full editing. Also, reference tables can be easily downloaded to minimize client maintenance and maximize AES submission accuracy.

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This Overview will introduce you to the key features of *AESPcLink*, show you the screens you will see when you use the software, and give you an explanation of how each function works.



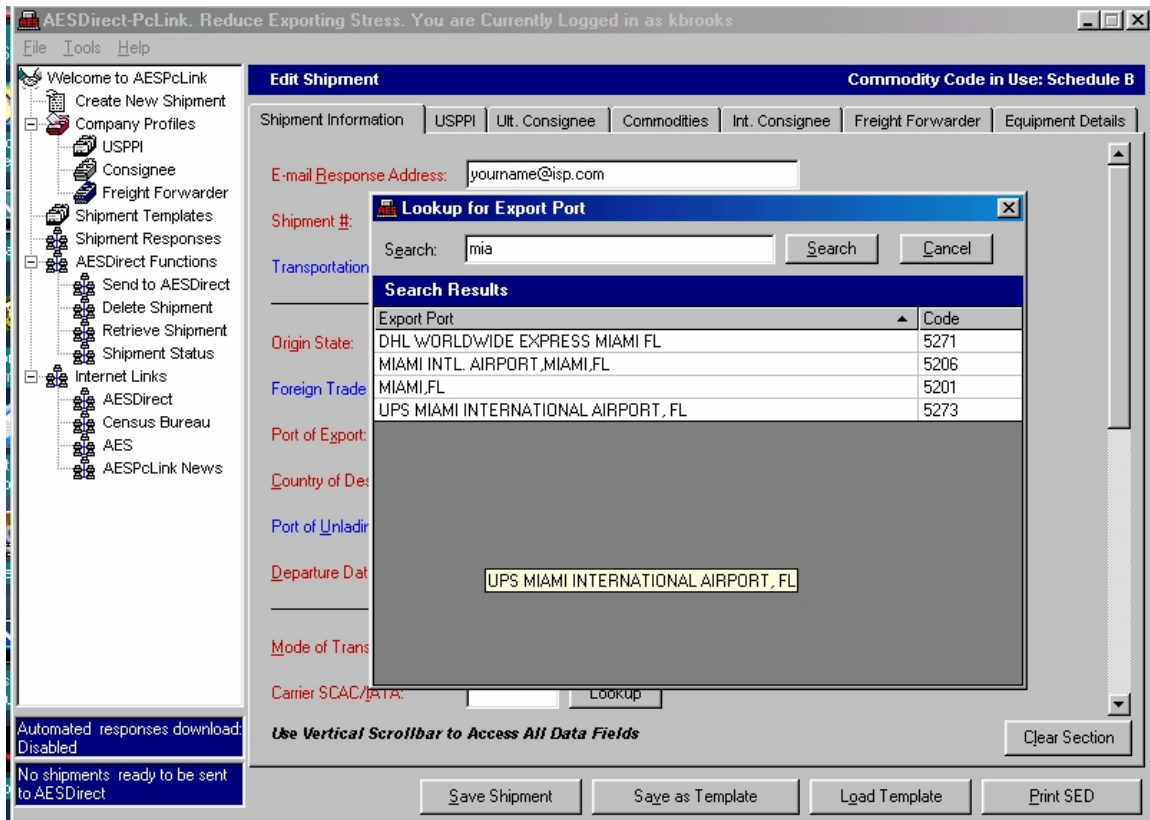
This is the first screen you will see when you open *AESPcLink* from your desktop. The right side of the screen highlights the benefits of using *AESPcLink*; the left side of the screen displays *AESPcLink* main menu which is divided as follows:

- All the functions from Create New Shipment through Shipment Templates can be done on your desktop. You do not need to be connected to the Internet to use them.
- To use Shipment Responses and the AESDirect Functions, you must be connected to the Internet. This is where you go to retrieve responses; send, delete, retrieve shipments; and review the status of shipments you have submitted.
- Internet Links provides access to three AES-related web sites – *AESDirect*, *AES*, and *Census* – and to *AESPcLink* News. The *AESDirect* link opens in a separate browser window independent from *AESPcLink*. The others open within the *AESPcLink* window.

This Overview will take you through the menu items in the first two bullets and explain the Help features and functions available.

This is the first screen you see when you click on Create New Shipment on the main menu. This is the Edit Shipment function, and it contains all the sections of the SED. The one displayed here is Shipment Information. In all sections of the SED, *AESPcLink* has several features that make the system easy to use.

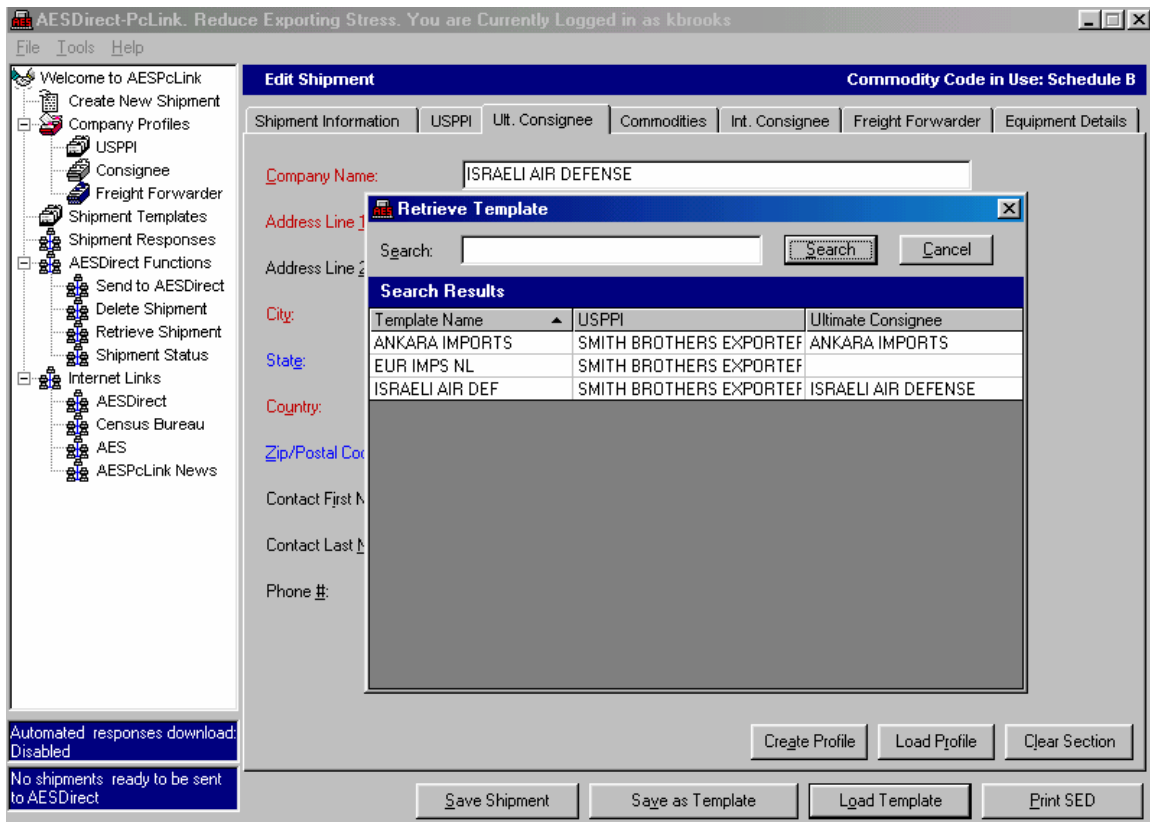
- *AESPcLink* follows the same color-coding system as *AESDirect* for data entry fields: mandatory fields are in red, conditional fields in blue, and optional fields in black.
- The tabs at the top of the screen allow you to move quickly from one section of the SED to another with only one mouse click.
- When you press the <F1> key on any page in the system, a pop-up screen with detailed information about that page and its data fields is displayed.
- To look up a code, simply click on the Lookup button, enter a few letters of the name you are looking for, and select from the displayed list. As an example, a Lookup for the Port of Export code for Miami is shown on the next page.



As you can see, once we entered “mia” and clicked the Search button, the four export ports for Miami were displayed. To select, double click on either the port name or the code, and the code will be automatically entered in the Port of Export field.

Notice the four buttons at the bottom of the screen. You have these four options for every screen in the Edit Shipment Section.

- Save Shipment puts the shipment in the queue to be sent to AESDirect. The shipment information is automatically checked for accuracy and completeness. If you need to make any changes, they will be detailed in the response message.
- Save as Template lets you save partial or complete shipment information so that it can be retrieved later to eliminate re-keying. You chose your own names for your templates, and select them from an alphanumeric list.
- Load Template lets you select from your templates to avoid re-keying of multiple sections of an SED.
- Print SED lets you print a hard copy of your SED for your files or to use for State Department licensing requirements. Only complete shipments can be printed. You may print a complete shipment before it is validated or you can save the shipment, retrieve it from your queue, and then print.



This is an example of the screen you would see when you select the Load Template button in any section of the SED and click on Search. All your templates are displayed in alphabetical order. Double click on a template name to retrieve it. This will populate the Edit Shipment sections with all the information in the template.

AESPcLink allows you to create and save up to 1,000 shipment templates on your desktop. You may save an incomplete shipment as a template, as long as at least one data field has been completed (option buttons are not counted).

Note: Data in the “Shipment #,” “Departure Date,” and “Transportation Reference No.” fields are not saved so that you will not inadvertently overwrite an existing shipment in AESDirect with a retrieved template.

When you save a template, you will be asked to name it so it can be easily identified when you want to retrieve or delete it. You may use any alphanumeric up to 18 characters.

AESDirect-PcLink. Reduce Exporting Stress. You are Currently Logged in as kbrooks

File Tools Help

Welcome to AESPcLink

- Create New Shipment
- Company Profiles
 - USPPI
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- Shipment Templates
- Shipment Responses
- AESDirect Functions
 - Send to AESDirect
 - Delete Shipment
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 - AES
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Automated responses download Disabled

No shipments ready to be sent to AESDirect

Edit Shipment Commodity Code in Use: Schedule B

Shipment Information USPPI Ult. Consignee Commodities Int. Consignee Freight Forwarder Equipment Details

Company Name:

ID Number: Suffix:

ID Type:

Address Line 1:

Address Line 2:

City:

State:

Country:

Zip Code:

Contact First Name: Contact Middle Initial:

Contact Last Name:

Phone #:

Create Profile Load Profile Clear Section

Save Shipment Save as Template Load Template Print SED

This is the USPPI section of the Edit Shipment section of the SED. It contains all the mandatory data elements required for USPPIs under current regulations.

You may complete this and other profiles including Ultimate Consignee, Intermediate Consignee, or Freight Forwarder as part of creating a shipment, or you may load a profile you have created in the Company Profiles section.

If you are creating the information here, click Create Profile to save the information. The process for creating Company Profiles is explained on the next page.

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No shipments ready to be sent to AESDirect

USPI Profiles

Search:

Edit USPI Profile

Company Name:

ID Number: Suffix:

ID Type:

Address Line 1:

Address Line 2:

City:

State:

Country:

Zip Code:

Contact First Name: Contact Middle Initial:

Contact Last Name:

Phone #:

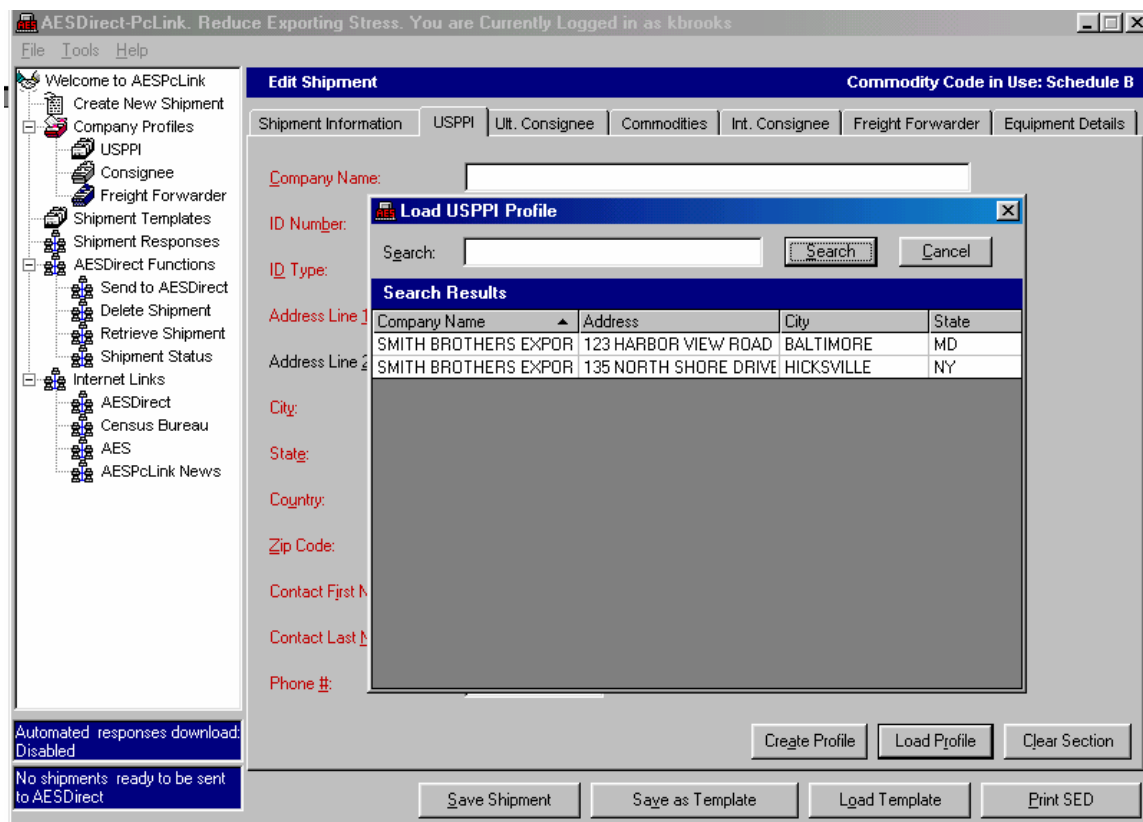
Company Profiles let you create and edit profiles for USPPIs, Consignees, and Freight Forwarders and then retrieve them into an SED you are creating or changing.

The screen shown above is that for the USPPI, but the process for creating all three types of profiles is the same. When you have finished entering the profile information, click on the Save Profile button in the lower right-hand corner. If any mandatory fields are incomplete or inaccurate, you will be prompted to correct them.

To create another profile, click on that button in the upper right-hand corner. To delete a profile, click on that button in the lower right-hand corner.

Note that USPPI and Ultimate Consignee profiles are mandatory for all shipments. Freight Forwarder profiles are mandatory for USPPIs using a U.S. or Puerto Rican based forwarder as a transportation intermediary.

Create New Profile should be used to meet the new regulations governing changes to the address of the USPPI. An example is shown on the following page.



This is an example of the screen you will see if you click on the Load Profile button on the bottom of the USPPI screen and then hit Search. The results will be displayed in alphanumeric order. You could also enter the first letters of the profile you want to retrieve and then hit Search to display those results.

You will notice that there are two profiles for this one USPPI, each showing a different address. This feature makes it easy to comply with the new regulations which require that either:

- The USPPI address shown on the SED must be that from where the merchandise actually starts its journey to the port of export, or
- If the USPPI does not have a facility (processing plant, warehouse distribution center, or retail outlet, etc.) at the location from which the goods begin their journey, the USPPI address from which the export was directed must be reported.

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Automated responses download Disabled

No shipments ready to be sent to AESDirect

Edit Shipment Commodity Code in Use: Schedule B

Shipment Information USPPI Ult. Consignee **Commodities** Int. Consignee Freight Forwarder Equipment Details

Comm. #	Commodity Code	Description	Veh.

New Commodity
Delete All

Commodity 1

Commodity Code: Lookup

Description:

Marks & Numbers:

1-st Quantity: Units: None Selected

2-nd Quantity: Units: None Selected

Value: (Whole US \$)

Weight: (Whole KG)

Use Vertical Scrollbar to Access All Data Fields

Add/Edit Used Vehicles Clear Section

Save Shipment Save as Template Load Template Print SED

This is the Commodities section of the SED. For almost every commodity line item, either a Schedule B or HTS Number is required. AESPcLink allows you to select the type of code you wish to use in the Lookup for the Commodity Code field. Make your selection in the Tools section, under Commodity Code on the screen shown below:

Commodity Code Selection

Select Commodity Code Table

☒ Schedule B

☐ HTS

OK Cancel

Note that in the upper right-hand corner of the screen, the system indicates for this user: Commodity Code in Use: Schedule B.

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Automated responses download Disabled

No shipments ready to be sent to AESDirect

Edit Shipment

Commodity Code in Use: Schedule B

Shipment Information USPPI Ult. Consignee Commodities Int. Consignee Freight Forwarder Equipment Details

Comm. # Commodity Code Description Veh.

New Commodity Delete All

Lookup for Commodity Code

Search: *steel Search Cancel

Search Results

Commodity Code	Description	Unit 1	Unit 2	Code
	HOLLOW DRILL BARS AND RODS, ALLOY OR NONA	KG		7228800000
	HOUSEHOLD ARTICLES OF STAINLESS STEEL, NOT	KG		7323930080
	INGOT MOLDS FOR STEEL INGOTS	NO	KG	8454200010
	IRON AND NONALLOY STEEL INGOTS	KG		7206100000
	IRON AND NONALLOY STEEL, PRIMARY FORMS NO	KG		7206900000
	IRON OR STEEL WOOL; POT SCOURERS AND SCOL	KG		7323100000
	LADDERS OF IRON OR STEEL	NO		7326908560
	LEAF SPRINGS AND LEAVES THEREFOR, OF IRON C	KG		7320100000
	LINE PIPE FOR OIL OR GAS NOT SEAMLESS NESOI,	KG		7306105000
	LINE PIPE FOR OIL OR GAS NOT SEAMLESS NESOI,	KG		7306101000
	LINE PIPE FOR OIL OR GAS PIPELINES, SEAMLESS,	KG		7304101050
	LINE PIPE FOR OIL/GAS PIPELINES, WITH EXTERNA	KG		7305195000
	LINE PIPE OF A KIND USED FOR OIL OR GAS PIPELI	KG		7304105080
	LINE PIPE OF A KIND USED FOR OIL OR GAS PIPELI	KG		7304105050
	LINE PIPE OF A KIND USED FOR OIL OR GAS PIPELI	KG		7304105020
	LINE PIPE OF A KIND USED FOR OIL OR GAS PIPELI	KG		7304105000

Use Vertical Scrollbar to Access All Data Fields

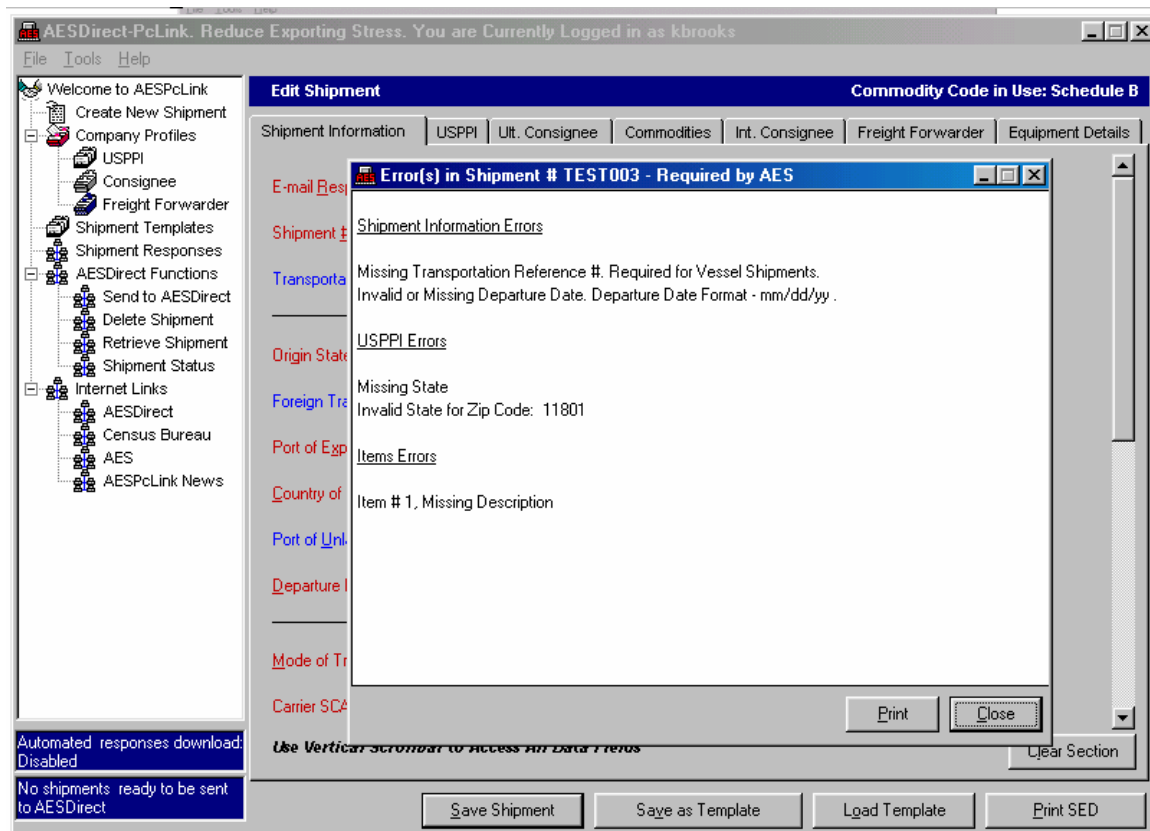
Add/Edit Used Vehicles Clear Section

Save Shipment Save as Template Load Template Print SED

To look up the Schedule B or HTS Code, click on the Lookup button and then enter an asterisk (*) and the word you want to search on. The asterisk acts as a “wildcard” so that when you hit Search, AESPcLink will display all the entries in the table that contain those letters.

Scroll down to the entry you want, and double click on it to select it. In this case we will select IRON AND NONALLOY STEEL INGOTS.

When the commodity has been selected, the code number and the unit(s) of measure will be automatically entered in the form.



When you have completed the mandatory sections of your SED, click on Save Shipment. If you have any errors, you will receive an immediate response indicating which fields need to be corrected.

Notice that the error message shown above gives you the section of the SED in which the error can be found and also the specific data element involved. In the case of the Transportation Reference #, it also gives you the reason that this conditional data element is mandatory for this shipment.

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Automated responses download: Disabled

No shipments ready to be sent to AESDirect

Saving a Shipment.... Commodity Code in Use: Schedule B

Shipment Information USPPI Ult. Consignee Commodities Int. Consignee Freight Forwarder Equipment Details

Comm. #	Commodity Code	Description	Veh.
1	7206100000	STEEL INGOTS	0

New Commodity
Delete All

Saving a Shipment

Please Verify that the below address is the USPPI address as required in 15 CFR Part 30.7(d)(3). In all export transactions the USPPI shall report the address location from which the merchandise actually starts its journey to the port of export.

SMITH BROTHERS EXPORTERS
135 NORTH SHORE DRIVE
BLDG 4D
HICKSVILLE, NY 11801

Yes No Help

Value: 50000 (Whole US \$)

Weight: 45000 (Whole KG)

Use Vertical Scrollbar to Access All Data Fields

Add/Edit Used Vehicles Clear Section

Save Shipment Save as Template Load Template Print SED

Before a shipment can be saved, you will always be asked to verify that address shown for the USPPI complies with the current regulations. If it does, you will see the acceptance screen shown on the next page.

AESDirect-PcLink. Reduce Exporting Stress. You are Currently Logged in as kbrooks

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Automated responses download Disabled

1 shipment ready to be sent to AESDirect

Saving a Shipment.... **Commodity Code in Use: Schedule B**

Shipment Information | USPPI | Ult. Consignee | Commodities | Int. Consignee | Freight Forwarder | Equipment Details

E-mail Response Address: karen@karenbrooks.com

Shipment #: TEST002

Transportation Reference #: BKG001

Origin State:

Foreign Trade Zone:

Port of Export:

Country of Destination:

Port of Unloading: 42157

Departure Date: 10/15/03 (mm/dd/yy)

Mode of Transport:

Carrier SCAC/IATA: MAEU

Use Vertical Scrollbar to Access All Data Fields

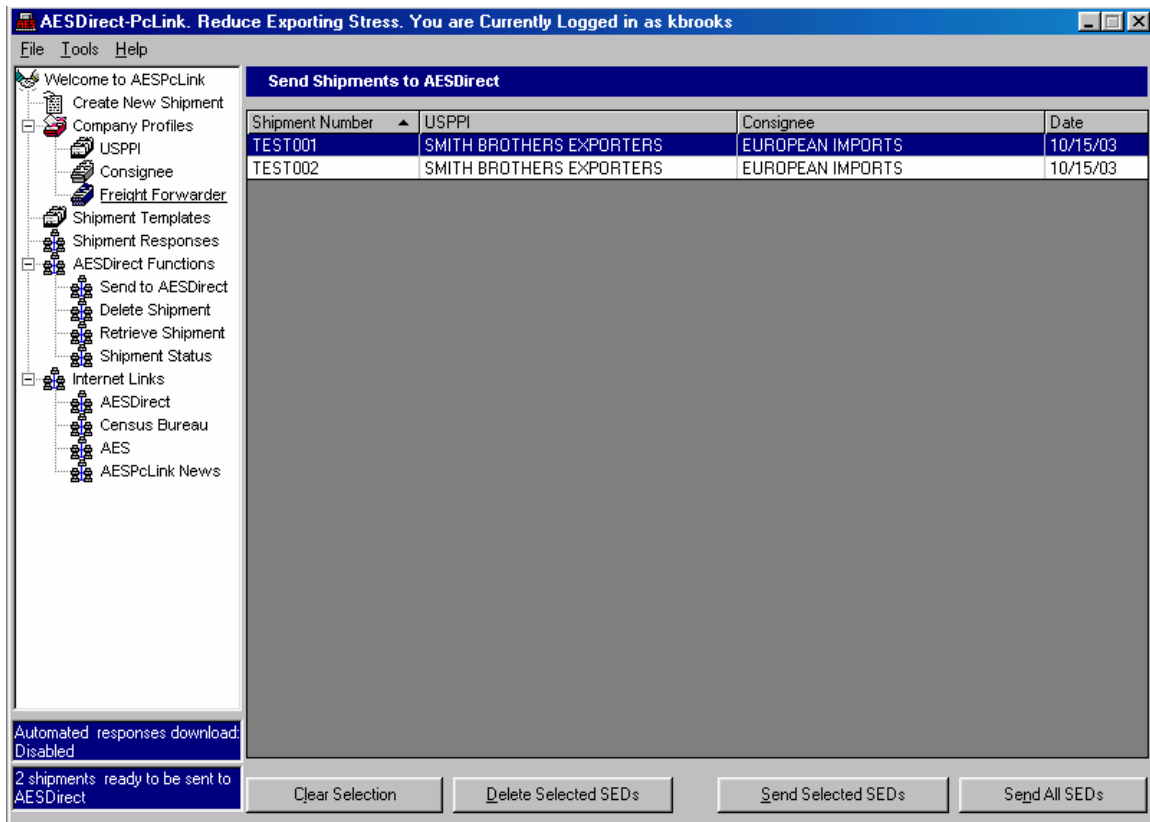
Save

Save completed successfully.

This is your shipment acceptance screen. Once your shipment has been saved, you can go to Send to AESDirect and submit it, or you can continue to create and save shipments and send them later as a batch file.

Shipments in the queue are resident on your hard drive and will not be removed until you submit them to *AESDirect*.

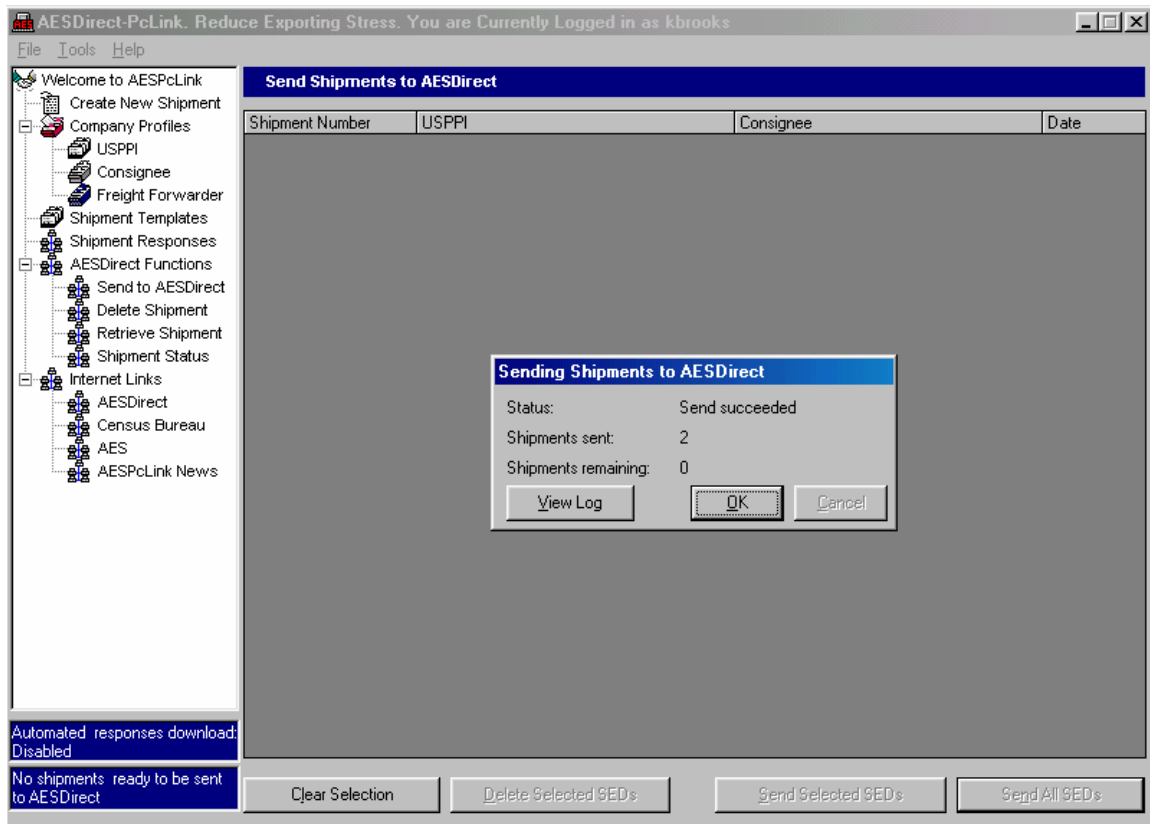
You do not need to be connected to the Internet to retrieve a shipment from your queue. You may edit, delete, or print a retrieved shipment, or you can save it as a template. Be aware, however, that when you delete a shipment, it is erased from your hard drive and cannot be restored.



When you select Send to AESDirect from the main menu you will see screen displaying a list of all the shipment in your queue. Refer to the blue box on the bottom left-hand side of the screen to see the number of SEDs you have waiting in the queue. AESPcLink will allow up to 2,000 shipments to be saved in the queue at any one time.

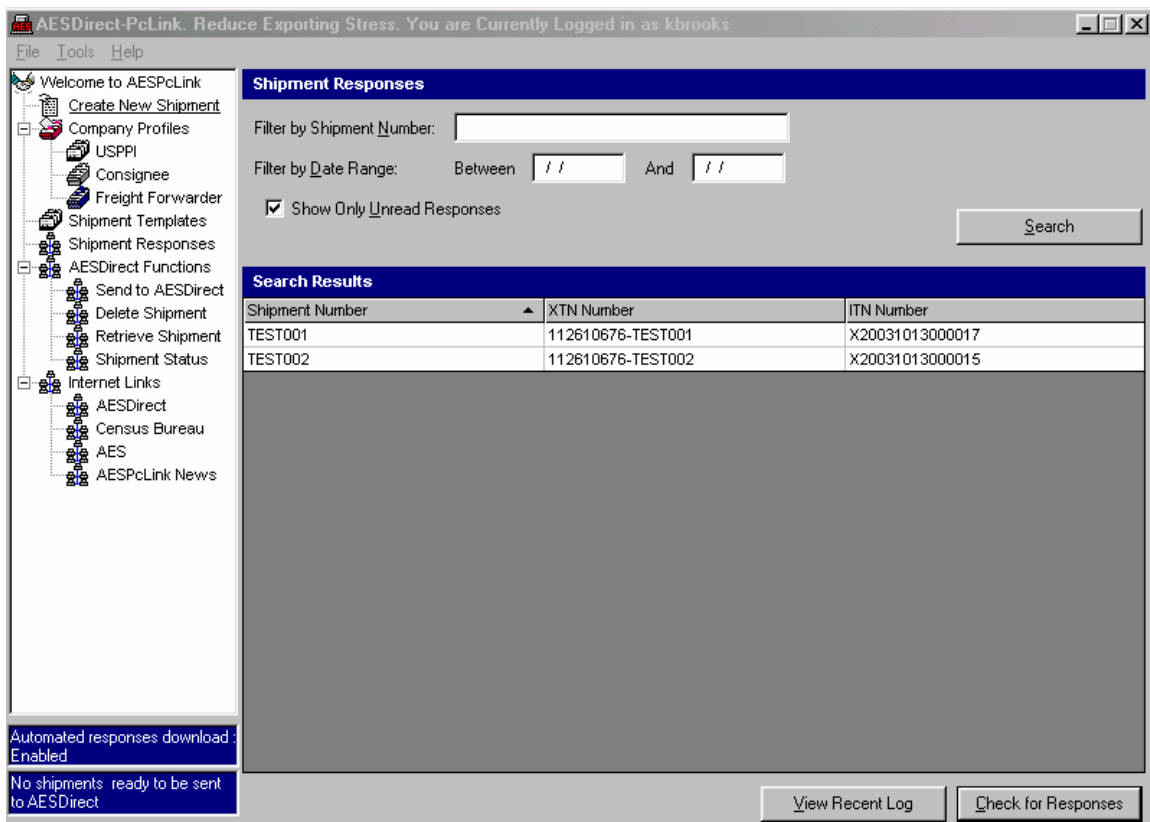
You have four options on your Send Shipments to AESDirect screen.

- Send All SEDs will send all your SEDs as a batch file if you are connected to the Internet. Once they have been uploaded, they are no longer resident on your hard drive unless you have saved them as templates. They will, however, be available permanently on AESDirect for retrieval.
- Send Selected SEDs lets you highlight the files you wish to upload to AESDirect while you are online.
- Clear Selection lets you deselect a file you have decided not to upload.
- Delete Selected SEDs lets you permanently remove a shipment from the queue. Be aware as noted above that unless you first save it as a template, it will be deleted from your AESPcLink files and cannot be restored.*



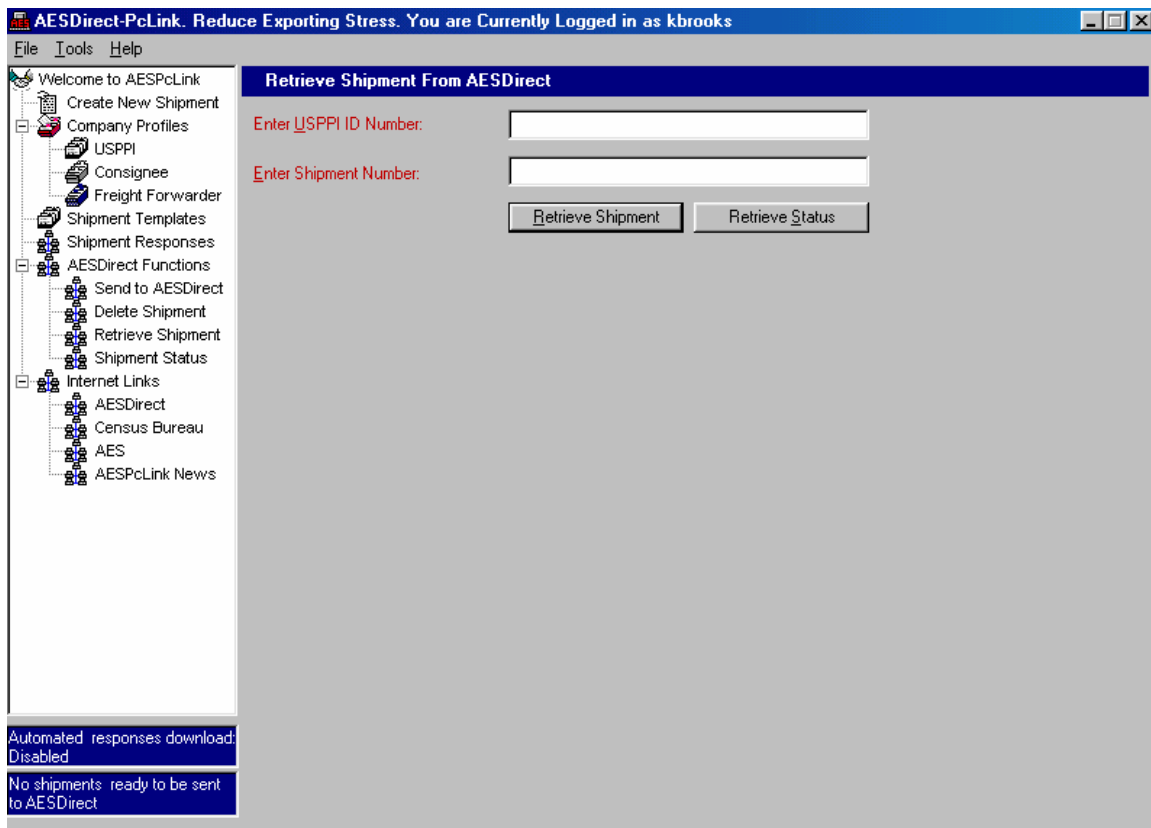
As shown above, when you submit your shipment(s) to *AESDirect*, you will receive an immediate confirmation message from *AESPcLink* stating the number of shipments sent successfully and the number of shipments remaining to be sent. If a shipment cannot be uploaded to *AESDirect* for any reason, it will remain in your *AESPcLink* queue and uploading will stop.

To review the record of your transmission session, click [View Log](#).



The AESPCLink Shipment Responses screen lets you retrieve the AESDirect and AES responses through a secure Internet communication to AESPCLink .You can have your responses retrieved automatically by selecting the Automated Responses option on the Tools menu, or, if you choose, you may retrieve your responses on request. For either option you must be connected to the Internet.

When you select the Shipment Responses function, AESPCLink will display the screen shown above which allows you to display any or all shipment responses that have been received from AESDirect.



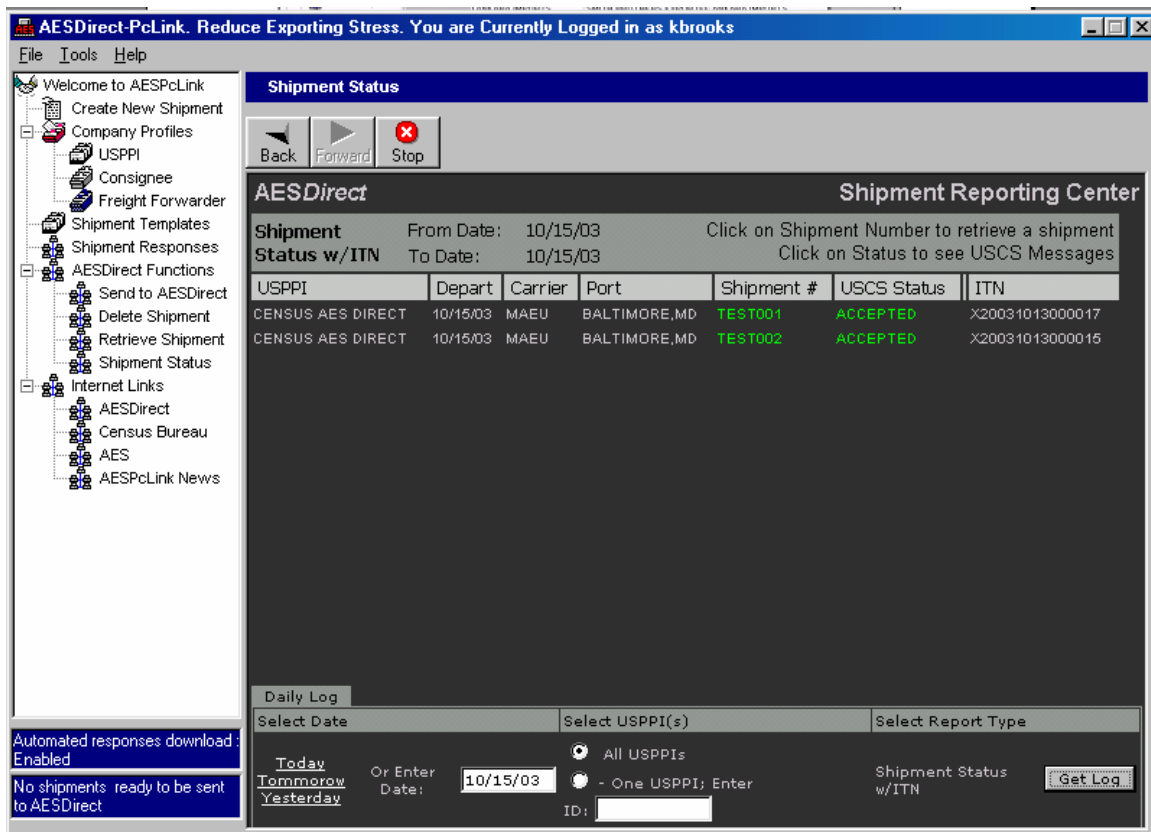
To either Delete Shipment or Retrieve Shipment from *AESDirect*, you will need to enter the USPPI ID Number and the Shipment Number.

If you are deleting a shipment and it is found in *AESDirect*, it will be deleted from AES and shown as “Deleted” in the *AESDirect Shipment Reporting Center*. If it is not found, you will receive an error message.

If you are retrieving a shipment, you will use the screen shown above to do so. You will be able to retrieve either:

- A shipment that has been accepted by *AESDirect*, or
- The USCS Status message for that shipment

A retrieved shipment can be corrected if needed and save for resubmission to *AESDirect* or it can be saved as a template.



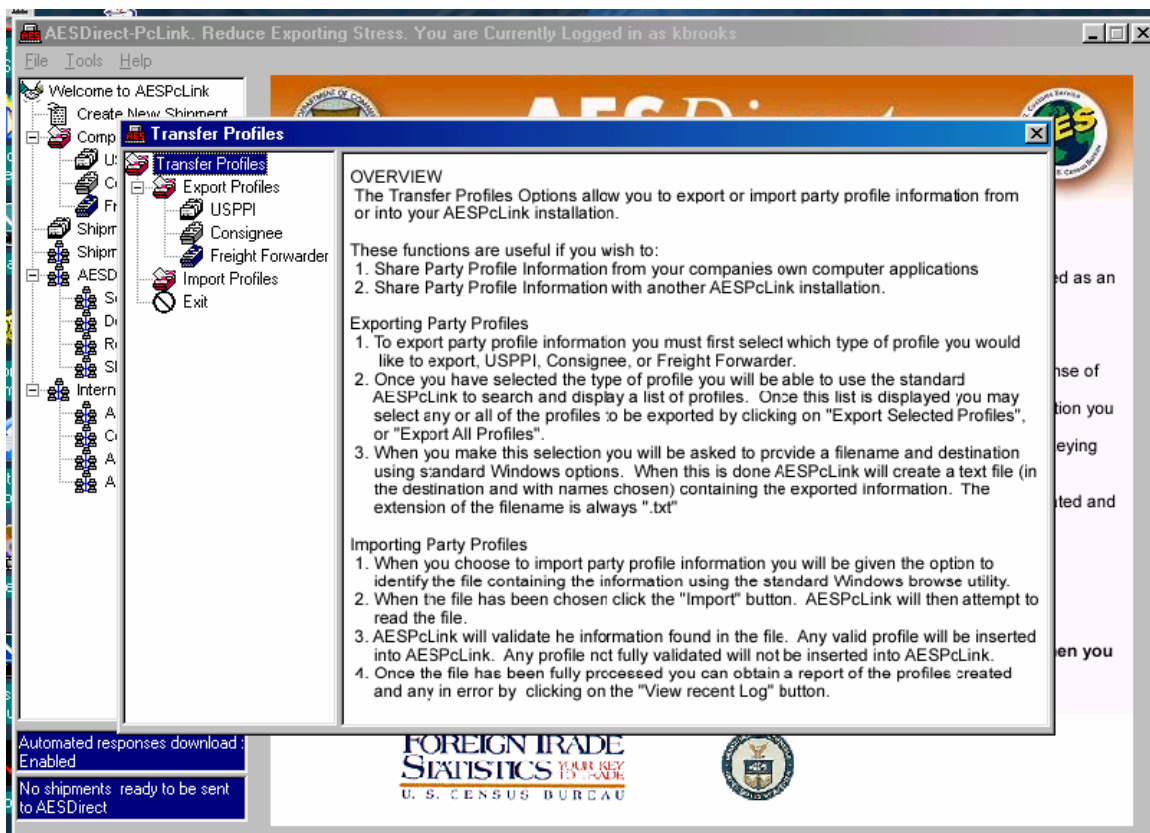
This is the Shipment Status option. It lets you view the status of your company's *AESDirect* account(s). All shipments for an account are displayed, not just those filed through *AESPcLink*

Note: You cannot retrieve a shipment or open a USCS Status message from within the Shipment Status function. You must use Retrieve Shipment instead.

As shown above, when you open Shipment Status, the *AESDirect* Shipment Reporting Center daily log will open in your *AESPcLink* window and display the shipments for your default USPPI for the current day. If you are a USPPI, these will be your shipments. If you are a forwarder, these will be the shipments for your default USPPI.

To view shipments for another day, select from the options shown on the control panel in the lower left-hand corner of the screen. Simply click Today, Tomorrow, Yesterday or enter the date in the text box and click Get Log.

You have the option of displaying all USPPIs or a particular USPPI by entering their 9- or 11-digit USPPI ID . Click on Get Log to retrieve the daily log for that USPPI from *AESDirect*.



The “Transfer Profiles” tool lets you export or import party profiles from or into your AESPcLink installation. To transfer profiles, from the Tools menu (on the gray bar at the top of your screen) select “Transfer Profiles.” As shown above, a pop-up window will appear that provides step-by-step instructions on how to use this tool.

This completes the AESPcLink Overview.